



## INTERNATIONAL TRADE COMMISSION

### 60 – Day Notice for Extension of Generic Clearance for the Collection of Qualitative

#### Feedback on Agency Service Delivery

**AGENCY:** United States International Trade Commission.

**ACTION:** In accordance with the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35), the U.S. International Trade Commission (Commission) hereby gives notice that it plans to submit a request for extension of approval to the Office of Management and Budget (OMB) for review and requests public comment on the “Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery.”

**SUMMARY:** The U.S. International Trade Commission, as part of its continuing effort to reduce paperwork and respondent burden, invites the general public to take this opportunity to comment on the “Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery” to be submitted for approval under the Paperwork Reduction Act (PRA) (44 U.S.C. 3501 et. seq.). This collection was developed as part of a Federal Government-wide effort to streamline the process for seeking feedback from the public on service delivery. This notice announces the Commission’s intent to submit this collection to OMB for approval and solicits comments on specific aspects of the proposed information collection.

**DATES:** To ensure consideration, written comments must be submitted on or before July 30, 2014.

**ADDRESSES:** Direct all written comments to Jeremy Wise, Division Chief, Statistical and Data Services Division, Office of Analysis and Research Services, U.S. International Trade Commission, 500 E Street S.W., Washington, D.C. 20436 (or via email at [jeremy.wise@usitc.gov](mailto:jeremy.wise@usitc.gov)).

**ADDITIONAL INFORMATION:** Copies of the draft questionnaire and supporting documents may be obtained from Jeremy Wise ([jeremy.wise@usitc.gov](mailto:jeremy.wise@usitc.gov) or 202-205-3190). Hearing-impaired

individuals may obtain information on this matter by contacting the Commission's TDD terminal at 202-205-1810. General information concerning the Commission may also be obtained by accessing its website (<http://www.usitc.gov>). Persons with mobility impairments who will need special assistance in gaining access to the Commission should contact the Office of the Secretary at 202-205-2000.

Comments submitted in response to this notice may be made available to the public through the Commission's website. For this reason, please do not include in your comments information of a confidential nature, such as sensitive personal information or confidential business within the meaning of the Commission's rules (See 19 CFR 201.6 (a)). If you send an e-mail comment, your e-mail address will be automatically captured and included as part of the comment that is placed in the public docket and made available on the Internet. Please note that responses to this public comment request containing any routine notice about the confidentiality of the communication will be treated as public comments that may be made available to the public notwithstanding the inclusion of the routine notice.

#### **SUMMARY OF PROPOSAL:**

***Title:*** Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery

***Abstract:*** The proposed information collection activity provides a means to garner qualitative customer and stakeholder feedback in an efficient and timely manner, in accordance with the Federal Government's commitment to improving service delivery. By qualitative feedback, the Commission means information that provides useful insights on perceptions and opinions, and not statistical surveys that yield quantitative results that can be generalized to the population of study. This feedback will provide insights into customer or stakeholder perceptions, experiences, and expectations; provide an early warning of issues with service; or focus attention on areas where communication, training, or changes in operations might improve delivery of products or services. These collections will allow for ongoing, collaborative communications between the

Commission and its customers and stakeholders. They will also contribute directly to the improvement of program management.

The solicitation of feedback will target areas such as timeliness, appropriateness, accuracy of information, courtesy, efficiency of service delivery, and resolution of issues with service delivery. Responses will be assessed to plan and inform efforts to improve or maintain the quality of service offered to the public. If this information is not collected, vital feedback from customers and stakeholders on the Agency's services will be unavailable.

The Agency will only submit a collection for approval under this generic clearance if it meets the following conditions:

- The collections are voluntary;
- The collections are low-burden for respondents (based on considerations of total burden hours, total number of respondents, or burden-hours per respondent) and are low-cost for both the respondents and the Federal Government;
- The collections are non-controversial and do not raise issues of concern to other Federal agencies;
- Any collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the near future;
- Personally identifiable information (PII) is collected only to the extent necessary and is not retained;
- Information gathered will be used only internally for general service improvement and program management purposes and is not intended for release outside of the agency;
- Information gathered will not be used for the purpose of substantially informing influential policy decisions; and

- Information gathered will yield qualitative information; the collections will not be designed or expected to yield statistically reliable results or used as though the results are generalizable to the population of study.

Feedback collected under this generic clearance provides useful information, but it does not yield data that can be generalized to the overall population. This type of generic clearance for qualitative information will not be used for quantitative information collections that are designed to yield reliably actionable results, such as monitoring trends over time or documenting program performance. Such data uses require more rigorous survey designs that address the target population to which generalizations will be made, the sampling frame, the sample design (including stratification and clustering), the precision requirements or power calculations that justify the proposed sample size, the expected response rate, methods for assessing potential non-response bias, the protocols for data collection, and any testing procedures that were or will be undertaken prior to fielding the study

As a general matter, information collections will not result in any new system of records containing privacy information and will not ask questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

- *Current Actions:* Extension of approval for a collection of information.
- *Type of Review:* Extension
- *Affected Public:* Businesses and Organizations
- *Average Expected Annual Number of Activities:* 10
- *Average Number of Respondents per Activity:* 60
- *Annual Responses:* 600
- *Frequency of Response:* Once per request
- *Average Minutes per Response:* 40
- *Burden Hours:* 400

***Request for Comments:*** Comments submitted in response to this notice will be summarized and/or included in the request for OMB approval. Comments are invited on: (a) Whether the collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the collection of information; (c) ways to enhance the quality, utility, and clarity of the information to be collected; (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology; and (e) estimates of capital or start-up costs and costs of operation, maintenance, and purchase of services to provide information. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; to develop, acquire, install, and utilize technology and systems for the purpose of collecting, validating, and verifying information; processing and maintaining information, and disclosing and providing information; to train personnel, and to be able to respond to a collection of information; to search data sources; to complete and review the collection of information; and to transmit or otherwise disclose the information.

By order of the Commission.

Dated: May 28, 2014.

Lisa R. Barton,  
Secretary to the Commission.

